

15 August 1968

Vince:

Some notions on the Beard after yesterday's meeting at Hqs:

I. Nature of the Beard

- A. The Beard is a planning & advisory body.
- B. The Beard is advisory to the CIA Records Officer... and, through the CIA Records Officer, to line management, as appropriate.
- C. Any Agency-wide policy, plans, and recommended actions generated by the Beard will be put into effect through already established lines of authority.
(That is, the Beard does not have action or enforcement authority in its own right.)
- D. Although the CIA Records Officer will consider the opinions of the Beard very carefully, the Agency Records Officer is not necessarily bound by the majority opinion of the Beard.
- E. The Beard will be Chaired by the CIA Records Officer.
- F. In addition to the Chairman, the Beard will have a Representative from each Directorate and the O/DCI.
(These Representatives will be "full-time" so long as the situation requires.)
- G. The Beard will meet as often as the Chairman deems necessary. In addition, any Member of the Beard may request the Chairman to call a meeting of the Beard.
- H. The Records Management Staff will furnish Secretarial support to the Beard.

II. Functions of the Beard

The Beard will function in support of the CIA Records Officer and the Agency's Records Program for the following:

- A. Clarification of the objectives or purposes of a records program for CIA.
- B. Development of policy for the Agency's records program.
- C. Development of long-range planning for records control.

-2-

- D. Identification of significant records problems in the Agency and prioritization of same.
- E. Identification of and recommendation on possible courses of action re overall records problems & controls.
- F. In addition, the Board may be asked to advise on more limited and specific issues when in the opinion of the CIA Records Officer the Board's deliberations would be helpful.

III. Immediate (30-day) Tasks for the Board:

A. Survey on Records Destruction:

Spur surveys by Records Officers in the components for the urgent purpose of identifying inactive records for destruction.

(This initial survey is to be performed by the operating components. It is to be completed within 30 days of formal initiation of the effort by the Exec.-Dir. Each operating component will submit a report identifying, as a minimum, destruction schedules for its inactive records which can be carried out prior to FY 1975. These reports should also include related plans or actions or comments which the components may wish to make concerning the matter of records control.)

Each Board member will synthesize for the Board the reports from the components within his Directorate.

B. The Board as a Structure:

Clarify the purposes, functions, and procedures of the Board.

C. The Board's Plan of Proceeding:

Define the Board's plan of proceeding towards its goals.

D. Hints on the Substance of Long-Range Records Planning(?????)

Clarify (if feasible within this 30-day limit) the objectives, major problems, and possible solutions for our records program. That is, develop the skeleton of a long-range plan to improve the Agency's management of records.

[Seems we'll have our hands full for 30 days without this one!]

-3-

E. Report Preparation:

Prepare a written report for the Exec.-Dir. which covers:

- Results of the 30-day surveys by the components.
- Para. III b, above.
- Actions of the Board to date.
- Para. III c, above.
- Para. III d, above, IF FEASIBLE.
- Immediate next steps planned by the Board.

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TRANSMITTAL SLIP		DATE	15 Aug 68
TO:	[REDACTED]		
ROOM:	[REDACTED]		
REMARKS:			
<p>Some notions which grew out of our meeting yesterday. I'm really trying to understand this better myself but it may be helpful input - even if a strawman.</p>			
FROM:	[REDACTED]		
ROOM NO.	[REDACTED]		ENSION 2826

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FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

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